

Accounting Manager

The City of Altoona is seeking qualified candidates for the position of Accounting Manager within the Finance Department. The successful candidate will have a thorough understanding of practices and procedures related to Accounting with a focus on Federal Funding and Resource Management, Accounts Receivable, and Accounts Payable. The candidate will perform a variety of routine and complex administrative, technical and professional tasks including, but not limited to the following: oversee and maintain accounting software applications; administer fiscal policies and procedures; accurately assign invoices to proper accounts; enter all invoices to their account after assignment; record the receipt of all income including wire transfers, loan payments, sale of property payments, counter receipts and petty cash; perform draw-downs of federal HUD funds via the federal Integrated Disbursement and Information System (IDIS), and process and account for payments for projects and related activities; monitor and audit external contracts and subcontracts; and, routinely prepare income and financial reports.

Applicants must possess an Associate Degree or higher in Business Administration, Accounting or related field and two (2) years of related work experience. The ideal candidate will possess the ability to work positively and professionally with supervisors, peers, public officials, contractors, and the general public; have a demonstrated knowledge of accounting software applications; and, be up to date on accounting and regulatory practices necessary for the administration of grant funds.

Qualified applicants should submit their resume along with a letter of interest and three (3) work-related references to: Human Resources Department, City of Altoona, Suite 301, 1301 12th Street, Altoona, PA 16601.

The City of Altoona offers a comprehensive compensation package including a competitive salary; health, dental, vision, and life insurance; paid time off; and retirement options.

For more information, please visit the City's homepage at www.altoonapa.gov.

THE CITY OF ALTOONA IS AN EQUAL OPPORTUNITY EMPLOYER